

**METHOD OF REMOVING PERSONAL INFORMATION  
FROM A DOCUMENT**

**ABSTRACT**

The present invention is directed to a method of removing a user's personal information from a document via activation of a "privacy option." The privacy option, when activated, removes personal information from a document and, in some case, replaces the user information with generic information. The present invention is also directed to a computing system with an application module, which contains a privacy option for removing one or more pieces of personal information from a document created by a software application usable on the computing system. The present invention is further directed to a computer readable medium having stored thereon computer-executable instructions for performing the steps of modifying one or more pieces of personal information associated with a document via a privacy option.